BY ORDER OF THE COMMANDER
4TH AIR SUPPORT OPERATIONS GROUP

4ASOG INSTRUCTION 21-101
1 February 2000

Maintenance

MAINTENANCE MANAGEMENT AND LOGISTICS SUPPORT FOR TACTICAL COMMUNICATIONS

This instruction establishes the communications systems maintenance and logistics infrastructure for the 4th Air Support Operations Group (4 ASOG). It provides guidance, procedures, and responsibilities that govern the management of systems maintenance and the logistical support function throughout the 4 ASOG. Specifically, it applies to all squadrons and detachments, all operations and support personnel, as well as subordinate communications-electronics (C-E) maintenance complexes at the squadron level and operator responsibilities at the detachment level. Squadron and detachment commanders must be knowledgeable of, and are responsible for, the effective execution of this instruction.

References: AFI 21-103, *Equipment Inventory, Status and Utilization Reporting,* AFI 21-116, *Maintenance Management of Communications-Electronics,* AFMAN 23-110V2CD, *USAF Supply Manual,* AFMAN 23-110CD, *Air Force Supply Systems Electronic Publishing Library*, AFMAN 23-110V2, Part 13, *Standard Base Supply Customer's Procedures*, AFI 32-1062, *Electrical Power Plants and Generators,* AFI 32-1063, *Electric Power Systems,* and AFI 32-1064, *Electrical Safe Practices,* AFMAN 32-1078, *Electrical Worker Safety,* AFMAN 37-139, *Records Disposition Schedule.,* and AFOSH STD 91-45, *Hazardous Energy Control and Mishap Prevention Signs and Tags.*

Chapter 1 – MAINTENANCE PRODUCTION (GENERAL)

Chapter 2 – SUPPLY SUPPORT

Chapter 3 – GENERATOR SUPPORT

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Chapter 1

MAINTENANCE PRODUCTION (GENERAL)

1.1. Commander's Intent.

1.1.1. The purpose of this instruction is to enable the 4 ASOG to effectively support the V Corps mission. The group maintenance activity is a vital part of this support, ensuring Theater Air Control System readiness through consistent asset control and performance.

1.1.2. Efficiency and flexibility are key to providing quick and effective support to the war fighter. The group maintenance function, although widespread geographically, must operate as a cohesive and concerted effort to maintain group weapons and support systems.

1.1.3. This instruction outlines the maintenance tactics, techniques, and procedures necessary to support the group mission. It details responsibilities at all levels of the maintenance community and ensures continuity of purpose among the functionally supported maintenance facilities at the Air Support Operations Center (ASOC), squadron, and detachment levels. The reporting structure outlined in attachment 2, and the responsibilities, general roles and designations defined throughout this instruction are specifically aligned with AFI 21-116, *Maintenance Management of Communications-Electronics,* providing the necessary link between the C-E maintenance production effort and unique TACP support requirements within the 4 ASOG.

1.2. General Roles, Designations, and Reporting.

1.2.1. The 4 ASOG Director of Logistics (LG) is designated as the Higher Headquarters Support Agency (HHSA) for all logistics and maintenance management actions and processes under the 4 ASOG and is responsible to the 4 ASOG Commander for providing current maintenance production status, capabilities, and limitations while in-garrison. The logistics staff supports the Director of Logistics and is the HHSA focal point for all logistics, budget, programs management, and maintenance management support requirements. (Attachment 2, Figures A2.2. through A2.4., illustrates the relationship between 4 ASOG/LG and other group functions.) The 4 ASOG/LG also serves as the 4 ASOG Chief of Maintenance (COM).

1.2.2. The 4 ASOG COM plans, organizes, staffs, directs, and controls the maintenance production effort for all squadron maintenance activities group-wide, and complies with the intent of AFI 21-116, Chapter 3, as applicable. The 4 ASOG maintenance production effort is directed IAW AFI 21-116. Maintenance control (MC), maintenance support (MS), and materiel control (supply), are aligned under the COM to carry out their respective duties IAW AFI 21-116. MC, MS, and Materiel

Control track, monitor, and inspect maintenance production status and capabilities from all group maintenance activities, and report on these directly to the COM.

1.2.2.1. In-garrison, the COM is responsible to the 4 ASOG Commander through the Deputy Commander, Support (CDS). Refer to Attachment 2, A2.2.

1.2.2.2. When deployed, the COM reports directly to the ASOC commander and ensures communications, vehicles, generators and maintenance support systems are fully operational and mission ready. Refer to Attachment 2, A2.3.

1.2.2.3. The 1 ASOS and 2 ASOS maintenance superintendents and the 4 ASOS/LG, Systems Flight Commander, will provide capabilities and limitations to MC as directed by the COM. Attachment 2, figures A2.2. through A2.4., illustrates the relationship between COM and other group functions.

1.2.3. The 4 ASOS/LG, Systems Flight Commander, plans, organizes, staffs, directs, and controls the maintenance production effort for the 4 ASOS Commander and complies with the intent of AFI 21-116, Chapter 3, as applicable. The Systems Flight Commander provides maintenance production capabilities, including maintenance data, systems status and capabilities and limitations, to maintenance control and the COM, as required. The Systems Flight Commander informs the 4 ASOG/LG Director of Logistics of all 4 ASOS maintenance actions, inspections, overhauls, upgrades and modifications impacting or changing the systems and equipment configurations, including those actions directly coordinated with outside agencies. Attachment 2, figures A2.2. through A2.4., illustrates the relationship between the Systems Flight Commander and other group functions.

1.2.4. The 1 ASOS and 2 ASOS are functionally supported maintenance activities (FSMAs) as outlined in AFI 21-116, sections 2.33 and 7.3 for both in-garrison and deployed configurations. FSMAs are managed by maintenance superintendents who report operationally to their squadron commanders and provide maintenance production reporting to MC or the COM. Maintenance superintendents plan, organize, direct, and control the maintenance production effort for their squadrons and comply with the intent of AFI 21-116, Chapter 3, as applicable. They provide maintenance production capabilities, including maintenance data, systems status, and capabilities and limitations to maintenance control and the COM, as required. Maintenance superintendents also keep the COM informed of all squadron maintenance actions, inspections, overhauls, upgrades and modifications impacting or changing their systems and equipment configurations, including those actions directly coordinated with outside agencies. Attachment 2, figures A2.2. through A2.4., illustrates the relationship between the COM and other group functions.

1.3. Responsibilities.

1.3.1. Director of Logistics (4 ASOG/LG) will:

1.3.1.1. Comply with all responsibilities and requirements IAW this instruction and other responsibilities as designated by the commander and this instruction.

1.3.1.2. Coordinate all decisions and actions affecting group logistics and maintenance programs with the 4 ASOG/CDS.

1.3.1.3. Plan and project for resolution of anticipated C-E maintenance limitations and shortfalls impacting the group mission.

1.3.1.4. As the resource advisor, provide budget forecasts, financial plans, spending rates, and sound financial recommendations and guidance for the group commander.

1.3.1.5. Track, monitor and report on vehicle capabilities and limitations group-wide, justify vehicle transportation requirements for deployed missions, and ensure maintenance support capability.

1.3.1.6. Develop, coordinate, and manage interservice support agreements through the 86 AW, and ensure all necessary support requirements are addressed and satisfied.

1.3.1.7. Ensure supply procedures and acquisitions are properly managed, and monitor all 4ASOG units for proper supply discipline.

1.3.1.8. Develop and monitor logistics planning and mobility requirements to ensure mission readiness.

1.3.2. Chief of Maintenance (COM) will:

1.3.2.1. Comply with all responsibilities and requirements IAW AFI 21-116 and other responsibilities as designated by the 4 ASOG Commander while in-garrison, the ASOC commander when deployed, and this instruction at all times.

1.3.2.2. Ensure timely and accurate equipment, systems, and maintenance status reporting from maintenance work centers through MC.

1.3.2.3. Ensure proper coordination of maintenance operating instructions, policies, and Air Force Maintenance Quality Control Check Sheets (AFMQCCS) through the 4 ASOG/LG support staff and applicable squadron and detachment commanders.

1.3.2.4. Visit all squadron maintenance production work centers at least quarterly and detachments semiannually.

1.3.2.5. Review and monitor monthly maintenance plan developed by maintenance control.

1.3.2.6. Chair quarterly FSMA meetings.

1.3.3. Squadron Commanders (1 ASOS/CC, 2 ASOS/CC, and 4 ASOS/CC) will:

1.3.3.1. Ensure their maintenance superintendents (1 ASOS/LG and 2 ASOS/LG) and the Systems Flight Commander (4 ASOS/LG), adhere to directives, policies, and other guidance specified by the 4 ASOG COM. Refer to Attachment 2, figures A2.2. through A2.4.

1.3.3.2. Provide direction, guidance and support to their maintenance superintendents and the Systems Flight Commander to ensure maintenance production work centers possess the required manning, training, equipment, and tools to support the mission.

1.3.3.3. Ensure division-level supply and vehicle maintenance personnel are properly trained and utilized to perform liaison duties with the Army and squadron detachments.

1.3.3.4. Address Army vehicle and communications maintenance support problems and delays with their Army counterparts. Elevate issues to the COM for group action as required.

1.3.3.5. Coordinate with the COM to resolve maintenance support deficiencies and provide feedback on the health of the overall maintenance production effort.

1.3.3.6. Ensure accurate maintenance status reporting between assigned detachments, maintenance superintendents, and MC.

1.3.3.7. Ensure cohesiveness between operations and maintenance personnel in support of the mission.

1.3.4. Systems Flight Commander (4 ASOS/LG) will:

1.3.4.1. Comply with all responsibilities and requirements designated by the 4 ASOS Commander IAW AFI 21-116 and this instruction. Refer to Attachment 2, figures A2.2. through A2.4.

1.3.4.2. Ensure accurate and timely equipment, systems, generator, and vehicle maintenance status reporting to MC.

1.3.4.3. Perform maintenance management staff assistance visits to assigned detachments semiannually.

1.3.4.4. Ensure all cannibalization actions are reported to the COM through MC.

1.3.4.5. Coordinate budget actions with the group resource advisor.

1.3.4.6. Coordinate requests for deviations or waivers to guidance or policies through the COM, as applicable.

1.3.4.7. Maintain a current list of all detachment maintenance representatives and forward a copy to the COM.

1.3.4.8. Coordinate plans and programs actions with the COM.

1.3.4.9. Ensure work center supervisors establish continuity books for all maintenance activities including vehicles, generators, supply, and status reporting.

1.3.4.10. Ensure a monthly maintenance plan is published and distributed by the 25th day of each month prior to the effective month. Ensure the respective squadrons and the COM are on the distribution list to receive the monthly maintenance plan. The monthly maintenance plan will include, but is not limited to scheduled maintenance for communications equipment, generators and vehicles, TCTO installation schedule, special interest items, and maintenance support evaluations and inspections (if applicable).

1.3.4.11. Provide maintenance support for Detachment 1, Vicenza, Italy, and Corps Tactical Air Control Party (TACP) communications systems and vehicles.

1.3.4.12. Coordinate all vehicle maintenance guidance, policies and procedures through 4 ASOG/LG and COM.

1.3.5. Maintenance Superintendents (1 ASOS/LG and 2 ASOS/LG) will:

1.3.5.1. Comply with all responsibilities and requirements designated by their squadron commanders, and those IAW AFI 21-116 aligned with the COM and this instruction. Refer to Attachment 2, figures A2.2. through A2.4.

1.3.5.2. Report accurate and timely equipment, systems, and vehicle maintenance status to MC.

1.3.5.3. Perform maintenance management staff assistance visits to assigned detachments semiannually.

1.3.5.4. Ensure all cannibalization actions are reported to the COM through MC. Note: Squadron maintenance superintendents are designated representatives for cannibalization actions and will comply with reporting requirements as outlined in Technical Order 00-20-2, Chapter 5, and AFI 21-116, section 4.16.

1.3.5.5. Coordinate requests for deviations or waivers to guidance or policies through the COM.

1.3.5.6. Maintain a current list of all detachment maintenance representatives and forward a copy to the COM.

1.3.5.7. Coordinate plans and programs actions with COM.

1.3.5.8. Ensure work center supervisors establish continuity books for all maintenance activities including vehicles, generators, supply, and status reporting.

1.3.5.9. Comply with all requirements in monthly maintenance plans.

1.3.6. Detachment and Division TACPs will:

1.3.6.1. Designate a primary and alternate maintenance representative. Maintenance representatives will be the detachment's central point of contact (POC) regarding all maintenance matters. They will report outages to their squadron and coordinate Preventative Maintenance Inspections (PMIs) as required.

1.3.6.2. Maintenance representatives will monitor the operational status of all assigned equipment and report outages and discrepancies to maintenance superintendents of all equipment or system failures immediately during duty hours, or by 0800 the next duty day, if after duty hours.

1.3.6.3. Maintain continuity guides that report/document equipment and generator maintenance status and explain reporting processes and responsibilities.

1.3.6.4. Accomplish MRC-144 weapons system inventories every six months, when there is a change in operations, and/or before each deployment and after each redeployment.

1.3.7. Maintenance Control (MC) will:

1.3.7.1. Formulate and compile data from Core Automated Maintenance Subsystem (CAMS) and other sources and provide monthly systems status and metrics to the COM.

1.3.7.2. Provide assistance on equipment, systems, generator, and vehicle status reporting to work center supervisors and maintenance superintendents, as required.

1.3.7.3. Provide generator equipment status and metrics data to the COM monthly. Track PMI actions for mission-critical generators and support systems.

1.3.7.4. Provide a current equipment inventory listing (EIL) to the COM after significant changes or updates.

1.3.7.5. Monitor the status of all 4 ASOG tactical vehicles. Keep the COM informed of equipment status by the 5th of the month.

1.3.7.6. Report all cannibalization actions, to include the designated representative who approved the action, to the COM as soon as possible.

1.3.7.7. Track generator status and outages. Ensure a job control number is assigned for generator outages. Ensure a history file is maintained for each generator.

1.3.7.8. Comply with all other applicable responsibilities as defined in AFI 21-116 and applicable supplement.

1.3.8. Maintenance Support (MS) will:

1.3.8.1. Forward managerial evaluations and unsatisfactory personal evaluations to the COM.

1.3.8.2. Report serious managerial evaluation discrepancies to the COM immediately. This includes, but is not limited to, serious safety problems or violations of any maintenance process that may severely hinder mission capability.

1.3.8.3. Comply with all other applicable responsibilities as defined in AFI 21-116 and applicable supplement.

Chapter 2

SUPPLY AND MATERIEL CONTROL SUPPORT

2.1. General Roles, Designations, and Reporting.

2.1.1. Materiel control personnel at the 1 ASOS and 2 ASOS will report directly to their respective maintenance superintendents. Materiel control personnel at the 4 ASOS are assigned to MS.

2.1.2. Detachments will designate a primary and alternate supply representative. These representatives will be the detachment's central points of contact (POC) regarding general supply matters (e.g. requisitions for general office supplies, monitoring supply documents such as D04s & D18s, and other duties as referenced in the supply representative's continuity book). Note: The equipment custodian may be assigned these duties. The supply representative will report supply actions through their squadron materiel control. This does not include equipment custodian transactions (equipment custodian issues are coordinated directly with supply's equipment management element (EME)). (Reference para. 2.2.4 below for equipment custodian guidance.)

2.1.3. Materiel control personnel at the 1 ASOS, 2 ASOS, and 4 ASOS will each act as the supply liaison for their squadrons, detachments, and work sections. (Complies with the intent of AFI 21-116, paragraph 5.7, directing materiel control responsibilities).

2.1.4. Supply Assistance Requests. Unit equipment custodians and supply representatives should perform a supply assistance request (supply assist) when the estimated delivery date (EDD) stated on the D-18 is not acceptable due to current mission needs. The unit equipment custodian or supply representative develops a justification letter and forwards it to their respective material controller. The 1ASOS and 2ASOS materiel control function will provide this support to their respective squadrons. In addition, the 2 ASOS materiel control function will provide supply assistance support to Grafenwoehr and Hohenfels. The 4 ASOS materiel control function will provide this support to Det 1, Vicenza. All materiel control functions will provide a courtesy copy of all supply assists to the 4 ASOG/LGS.

2.1.5. Materiel Control will provide metric data as requested by the 4 ASOG/LG.

2.2. Responsibilities.

2.2.1. Squadron Commanders will:

2.2.1.1. Appoint a primary and alternate supply representative for each detachment and work center. Personnel assigned these duties must have at least 1 year retainability, complete Block I training through the supporting supply squadron before performing duties, and coordinate with the 4 ASOG/LGS when appointed or removed.

2.2.1.2. Appoint a primary and alternate equipment custodian for organizational UTCs under the unit's control. Personnel assigned as equipment custodians will not be in the 2S0X1 Supply career field (IAW AFI 21-116, paragraph 5.8. and applicable note on page 41). Personnel assigned these duties will complete Blocks I and III training through the supporting supply squadron training element before taking over duties. They will report changes to the records maintenance element and the equipment management element in base supply to update the custodian's account record. Equipment custodians will be replaced no later than 60 days before final PCS out-processing date. If a fully trained and appointed custodian is not assigned, the organizational commander will immediately sign for the account through base supply equipment management IAW 23-110, Volume II, Part II.

2.2.1.3. Appoint personnel to act as deployed equipment custodians who will formally report to the supporting supply squadron's chief of supply for training IAW AFI 23-110, Volume II, Part 13. These personnel will act on the commander's behalf on deployments if the primary or alternate equipment custodian does not deploy. Personnel will comply with the 4 ASOG/LGS Block V training guide.

2.2.1.4. Appoint primary and alternate due-in from maintenance (DIFM), turn-around (TRN), and re-usable container monitors. Ensure monitor properly assigns correct status codes, which can be accomplished through CAMS, and maintains asset control. The monitor will not be in the 2S0X1 supply career field IAW AFI 21-116, Paragraph 5.8.10.

2.2.1.5. Ensure all accountable equipment, supplies, and ADPE are properly deployed, redeployed, and documented.

2.2.1.6. Establish expendability, recoverability, repairability cost designator (ERRCD), XB3 (expendable/non-repairable items) collection points, and investigate possibility of economical repair of XB3/XF3 items before disposition.

2.2.2. Supply Custodians will:

2.2.2.1. Receive Block I training before assuming the duties as custodian.

2.2.2.2. Forward all supply actions, except accountable equipment, to their supply liaisons.

2.2.2.3. Have a continuity book based on the format in Attachment 3.

2.2.2.4. Monitor and file all supply listings IAW appropriate files and disposition rules.

2.2.2.5. Understand and be able to reference AFMAN 23-110V2, Part 13.

2.2.2.6. Coordinate AF Forms 601 on equipment issues through their materiel controller and ensure secure storage is provided for all sensitive items and MRC-144 weapons system equipment issued to operators.

2.2.3. Materiel Control Personnel will:

2.2.3.1. Accept AF Forms 2005 up to 60 days before requirement and determine when to place on order.

2.2.3.4. Act as the supply liaison for personnel assigned at the squadron and detachment level.

2.2.3.5. Monitor all unit supply listings and be familiar with all supply accounts under their jurisdiction.

2.2.3.6. Ensure DIFM monitors are updating DIFM status through CAMS by reviewing the D23 as directed by the maintenance superintendent.

2.2.3.7. Maintain a continuity book based on the format in Attachment 3.

2.2.3.8. Conduct staff assistance visits at the squadron and detachment level at least semiannually. The minimum items to be checked are listed in Attachment 4.

2.2.3.10. Ensure all items requiring functional checks are identified, complied with, and documented. Prescribed guidance is outlined in Attachment 5.

2.2.3.11. Establish procedures for conducting part number to stock number checks in a stand alone deployed environment through the use of federal logistics data on compact disc (FEDLOG). Each squadron should maintain a separate computer and FEDLOG for deployment use.

2.2.3.12. Ensure proper supply regulations are complied with before accepting items for turn-in action. This will include, at a minimum, purging and draining, DD Form 1570 series and AFTO Form 350 compliance per applicable AF guidance.

2.2.3.13. Materiel controllers must understand the TACP's unique mission requirements, and be able to apply all supply support responsibilities as defined in AFI 21-116 and applicable supplement, AFMAN 23-110V2, Part 13, and AFMAN 23-110V2CD.

2.2.3.14. Forward all DIFM initial issue requests through 4 ASOG/LG for approval before submitting to supply using standard memorandum format.

2.2.3.15. Forward all AF Forms 601 on equipment issues to 4 ASOG/LG for approval. Approved AF Forms 601 will be forwarded directly from 4 ASOG/LGS to supply using the TACR screen in AFEMS.

2.2.3.16. The 2 ASOS Materiel Control will be responsible for supply and liaison support (with exception of equipment custodian duties) to Detachments 2 and 3 at Grafenwöhr and Hohenfels.

2.2.3.17. The 4 ASOS Materiel Control will be responsible for supply and liaison support (with exception of equipment custodian duties) to Detachment 1, Vicenza.

2.2.4. Equipment Custodians will:

2.2.4.1. Understand and reference AFI 21-116 and AFMAN 23-110V2, Part 13 as required.

2.2.4.2. Be fully trained before being appointed as an equipment custodian. Conduct a complete inventory with the losing custodian, and report all discrepancies to Base Supply's Equipment Management and Report of Survey office, if necessary, before signing for the equipment account.

2.2.4.3. Equipment deployed for more than 15 days will be processed into a deployed status in the supply system. For real-world deployments, follow the procedures in the 4 ASOG/LGS Block V training guide and send to the Base Supply Equipment Management Element (EME). During exercises, follow the procedures in the training guide and send to 4 ASOG/LG. Reference AFM 23-110 chapter 22 para 22.61. thru 22.64.2.5.2.

2.2.4.4. When the equipment custodian does not deploy with deployed equipment, the equipment custodian and commander will work together to appoint a deployed custodian.

2.2.4.5. Conduct a yearly hands-on inventory of all accountable equipment, verify allowances, resolve all discrepancies, and sign a current custodian authorization/custodian receipt listing (CA/CRL). Complete and return the CA/CRL within 30 workdays from the date on the listing IAW AFI 23-110, Volume II, part 2 and part 13.

2.2.4.6. Maintain a pilferable or high-dollar non-CA/CRL listing in conjunction with the R15, if used by host supply activity, and ensure the commander is aware of pending personnel changes far enough in advance to meet this instruction's timeline for reassignment of duties.

Chapter 3

GENERATOR SUPPORT

3.1. General Roles, Designations, and Reporting.

3.1.1. Power production personnel at the 1 ASOS and 2 ASOS report directly to their maintenance superintendent. Power production personnel at the 4 ASOS are responsible to the Systems Flight Commander through the Systems Support Branch.

3.1.2. Detachment commanders designate primary and alternate generator representatives. These custodians are the detachment's central point of contact for the Multi-fueled Independent Power System (MIPS) and other generator matters. Generator representatives will report all generator actions to their respective squadrons.

3.1.3. Power production personnel at the 1 ASOS and 2 ASOS will provide liaison assistance for their detachments. In addition, the 2 ASOS will provide liaison assistance for Det 2, 4 ASOG (Grafenwoehr, Germany) and Det 3, 4 ASOG (Hohenfels, Germany). The 4 ASOS will provide liaison support for Det 1, 4 ASOG (Vicenza, Italy).

3.2. Responsibilities.

3.2.1. Squadron Commanders will:

3.2.1.1. Appoint in writing, a primary and alternate generator system representative. Submit appointment letter to 4 ASOG/LG.

3.2.1.2. Assign a replacement representative at least 60 days prior to PCS of the departing representative.

3.2.1.3. Ensure representatives reconcile inventory results and CA/CRL records for Equipment Authorization Inventory Data (EAID) annually.

3.2.2. Squadron Power Production will:

3.2.2.1. Operate and maintain all EAID electrical power systems in an efficient manner following established manuals and manufacturer's technical information.

3.2.2.2. Perform preventive maintenance inspections IAW technical orders. Operators will perform MIPS generator tests under load, clean, and document generator run-ups as directed in technical orders. Ensure detachment generator representatives are trained to perform operator PMIs, and that it is documented in their training records. A comprehensive PMI will be accomplished by generator maintenance every 168 days.

3.2.2.3. Provide squadron and detachment operations personnel initial generator safety training within 30 days of arrival and annual refresher training.

3.2.2.5. Maintain all squadron and detachment records for equipment operation, maintenance, repair, and replacement.

3.2.2.5.1. Record pertinent data on AF Form 719, *Historical Record Diesel Electric Generators and Systems*, IAW AFI 32-1062.

3.2.2.5.2. Maintain a historical record for each generator and AF Forms 487 in file plan IAW AFMAN 37-139.

3.2.2.5.3. Collect AF Forms 487 from each detachment and add to the generator historical record folder for each electrical power generation system.

3.2.2.5.4. Maintain a continuity book at each squadron for generators and ECUs, including those at detachments, IAW Attachment 6.

3.2.2.6. Assist detachment representatives with MIPS support documentation and operator authorized maintenance as required.

3.2.2.7. Provide recertification training to users both annually and as required.

3.2.2.8. Ensure power system operators and maintenance personnel are familiar with safe practices IAW AFI 32-1064, *Electrical Safe Practices*, AFMAN 32-1078, *Electrical Worker Safety*, and AFOSH STD 91-45, *Hazardous Energy Control and Mishap Prevention Signs and Tags*. Document and maintain a history of operator safety training.

3.2.2.9. Open a job order with MC for each generator discrepancy.

3.2.2.10. Report generator status weekly as directed by the maintenance superintendent. Use MC procedures for data reporting.

3.2.2.11. Report tactical quiet generators (TQG) and MIPS status separately IAW MC mission status codes: green, amber, or red.

3.2.2.12. Request all cannibalization actions IAW para. 1.3.4.4. and 1.3.5.4.

3.2.2.13. Obtain generator and support systems PMI schedule from MC.

3.2.3. Detachment Commanders will:

3.2.3.1. Appoint in writing, primary and alternate generator representatives. Submit letter to respective squadron and 4 ASOG/LG.

3.2.3.2. Assign new generator representative at least 60 days prior to the projected departure of outgoing generator representative.

3.2.4. Detachment Generator Representatives will:

3.2.4.1. Operate each generator every 28 days, as a minimum, for at least 1 hour using suitable load or a load bank (refer to paragraph 3.2.2.1 and 3.2.2.2). Never run MIPS or authorized generator without a load.

3.2.4.2. Complete an AF Form 487 each time MIPS or other authorized generator is put into operation.

3.2.4.3. Submit copies of the AF Form 487 to the respective squadron to maintain a historical record for each generator.

3.2.4.4. Take MIPS and other authorized generators to the squadron to accomplish 168-day inspections.

3.2.4.5. Report any generator discrepancy to the squadron.

3.2.4.6. Request support and assistance from the squadron maintenance superintendent regarding any generator problems.

3.2.4.7. Establish and maintain a continuity book IAW Attachment 6.

JOHN C. RHOADES, Colonel, USAF
Commander

ATTACHMENT 1

GLOSSARY OF ABBREVIATIONS, ACRONYMS, TERMS AND REFERENCES

Acronyms and Abbreviations

AFCA — Air Force Communications Agency

AFMQCCS — Air Force Maintenance Quality Control Check Sheets

AFOSH — Air force Occupational Safety and Health

AWP — Awaiting Parts

C-E — Communications Electronics

C4 — Command, Control, Communications and Computer

CAMS — Core Automated Maintenance System

COM — Chief of Maintenance

DIFM — Due In from Maintenance

ECU — Environmental Control Unit

EIP — Equipment Inoperative for Parts

ERRCD — Expandability, Recoverability, Reparability Cost Designator

ESR — Equipment Status Reporting

FSMA — Functionally Supported Maintenance Activity

GSU — Geographically Separated Unit

IAW — In Accordance With

JCN — Job Control Numbers

MC — Maintenance Control

MICAP — Mission Capability

MIPS — Multi-fueled Independent Power System

MS — Maintenance Support

MSEP — Maintenance Standardization and Evaluation Program

MSR — Maintenance Support Representative

NRTS — Not Repairable This Station

PMI — Preventative Maintenance Inspection

ROD — Report of Discrepancy

RSP — Readiness Spares Package

SAV — Staff Assistance Visit

TCTO — Time Compliance Technical Order

TQG — Tactical Quiet Generator

TRN — Turn-around

XB3 — Expendability/Non-repairable items

Terms

Deputy Commander for Support — Senior manager for support. Group deputy commander, provides direction and group oversight for maintenance, logistics, transportation, budget, and manpower.

Director of Logistics (LG) — Provides oversight and guidance for the logistics staff and is responsible to the deputy commander for support for all C-E maintenance, logistics, and support activities while in-garrison.

Chief of Maintenance (COM) — As described in AFI 21-116 and this instruction, is responsible to the ASOC commander for all C-E and support maintenance activities when deployed, responsible to the CDS in-garrison.

Squadron Commanders — Command leadership for the 4 ASOG's three squadrons.

Systems Flight Commander — Provides oversight to the 4 ASOS C-E and support maintenance activities while both in-garrison and deployed. Oversees other duties described in AFI 21-116 and this instruction for the 4 ASOS Commander and 4 ASOG/LG.

Maintenance Superintendents — As described in 21-116, para 2.33., maintenance superintendents provide oversight to functionally supported maintenance activities (FSMA), described as maintenance activities not managerially self-sufficient.

Functionally Supported Maintenance Activities (FSMA)— A production-oriented maintenance activity that is normally geographically separated by its parent unit. It is responsible to and supported by the COM as a maintenance production activity.

Tactical Air Control Party (TACP) — Assigned under DO, directs close air support operations.

Maintenance Staff — All staff functions supporting the maintenance production effort (i.e., Maintenance Control and Maintenance Support).

Maintenance Control (MC) — Assigned to the COM, is responsible for collecting maintenance data and reporting all maintenance activities to the COM IAW 21-116.

Maintenance Support (MS) — Assigned to the COM, performs maintenance evaluations under the maintenance standardization and evaluation (MSEP) program and performs other duties as described in AFI 21-116.

Materiel Control — Assigned to the COM (Maintenance Superintendent at FSMAs), performs supply assistance and liaison duties, tracks supply actions, forecasts requirements and resolves supply deficiencies for the COM, Systems Flight Commander, and maintenance superintendents as outlined in AFI 21-116.

Equipment Custodians — Appointed by the unit commander, equipment custodians maintain accountability for all equipment assigned to their respective unit and comply with 23-series supply instructions.

Deployed Equipment Custodians — Appointed by the commander, deployed equipment custodians maintain accountability for all equipment while deployed.

Detachment Generator Representatives — Appointed by the detachment commander; provides operator maintenance, handling and care, and reports operational status to the supporting maintenance organization.

References

AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*

AFI 21-116, *Maintenance Management of Communications-Electronics*

AFMAN 23-110V2CD, *USAF Supply Manual*

AFMAN 23-110CD, *Air Force Supply Systems Electronic Publishing Library*

AFMAN 23-110V2, Part 13, *Standard Base Supply Customer's Procedures*

AFI 32-1062, *Electrical Power Plants and Generators*

AFI 32-1063, *Electric Power Systems*

AFI 32-1064, *Electrical Safe Practices*

AFMAN 32-1078, *Electrical Worker Safety*

AFMAN 37-139, *Records Disposition Schedule*

AFOSH STD 91-45, Hazardous Energy Control and Mishap Prevention Signs and Tags

ATTACHMENT 2

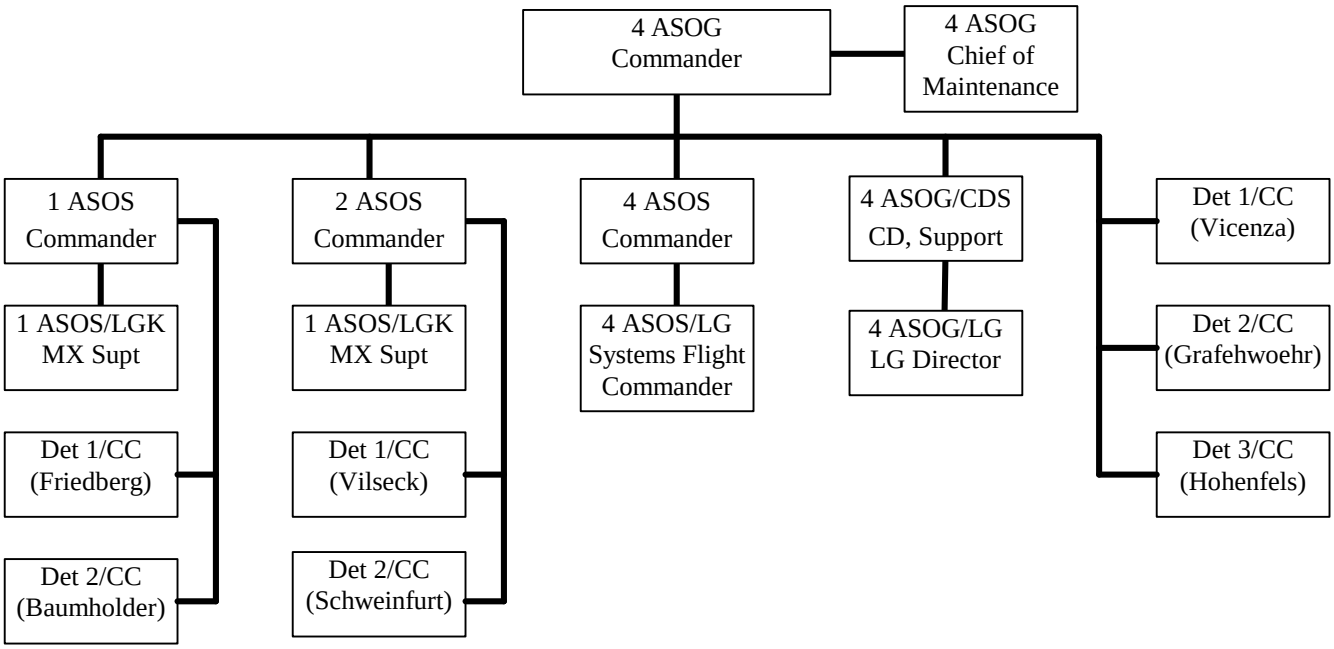
4 ASOG MAINTENANCE REPORTING ARCHITECTURE

A2.1. Introduction. This attachment illustrates operational and production reporting in-garrison and deployed for all 4ASOG units. A description of general coordination and management responsibilities is included. This does not countermand the chain of command structure at each unit; rather it provides a means of direct maintenance information flow.

A2.2. In-Garrison Operational Reporting.

A2.2.1. In-garrison operational reporting is crucial to mission readiness. This structure indicates key positions, illustrates standardized subordinate and command-level operational reporting, outlines the 4 ASOG organizational structure, and defines formal reporting to group level. Key personnel are also responsible for lateral coordination between functions to enhance maintenance production capability group-wide.

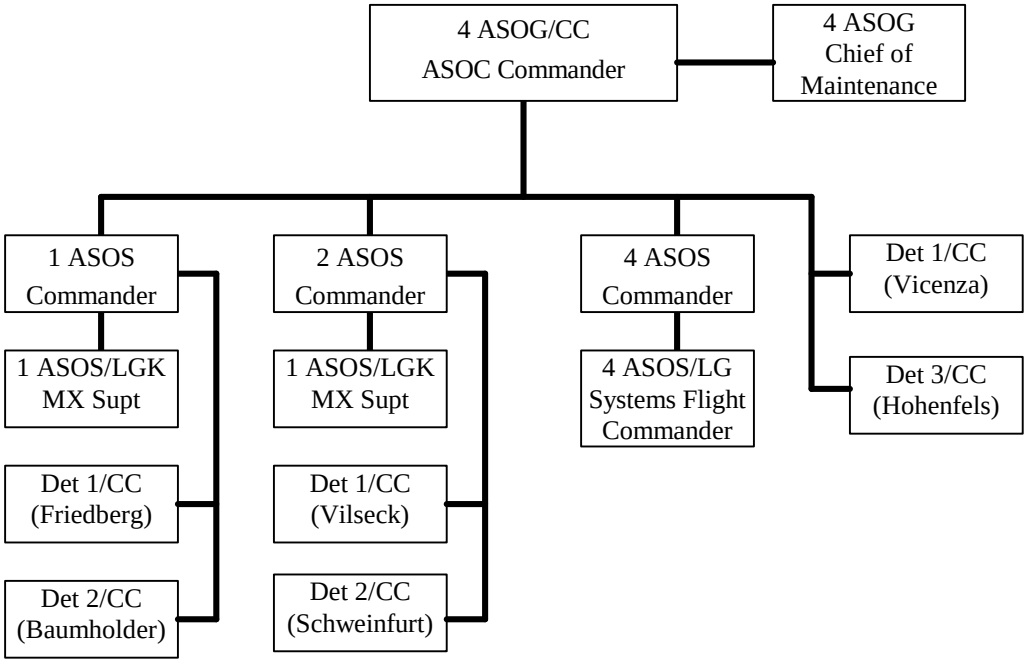
Figure A2.2. In-Garrison Operational Reporting.



A2.3. Deployed Operational Reporting.

A2.3.1. There are numerous deployment operational configurations. Figure A2.3. provides a general profile of a typical deployed configuration. When deployed, reporting remains the same (Grafenwoehr excluded). In addition, 4ASOG/LG performs maintenance production oversight, to providing real-time systems capabilities and limitations directly to the ASOC commander.

Figure A2.3. Deployed Operational Reporting.

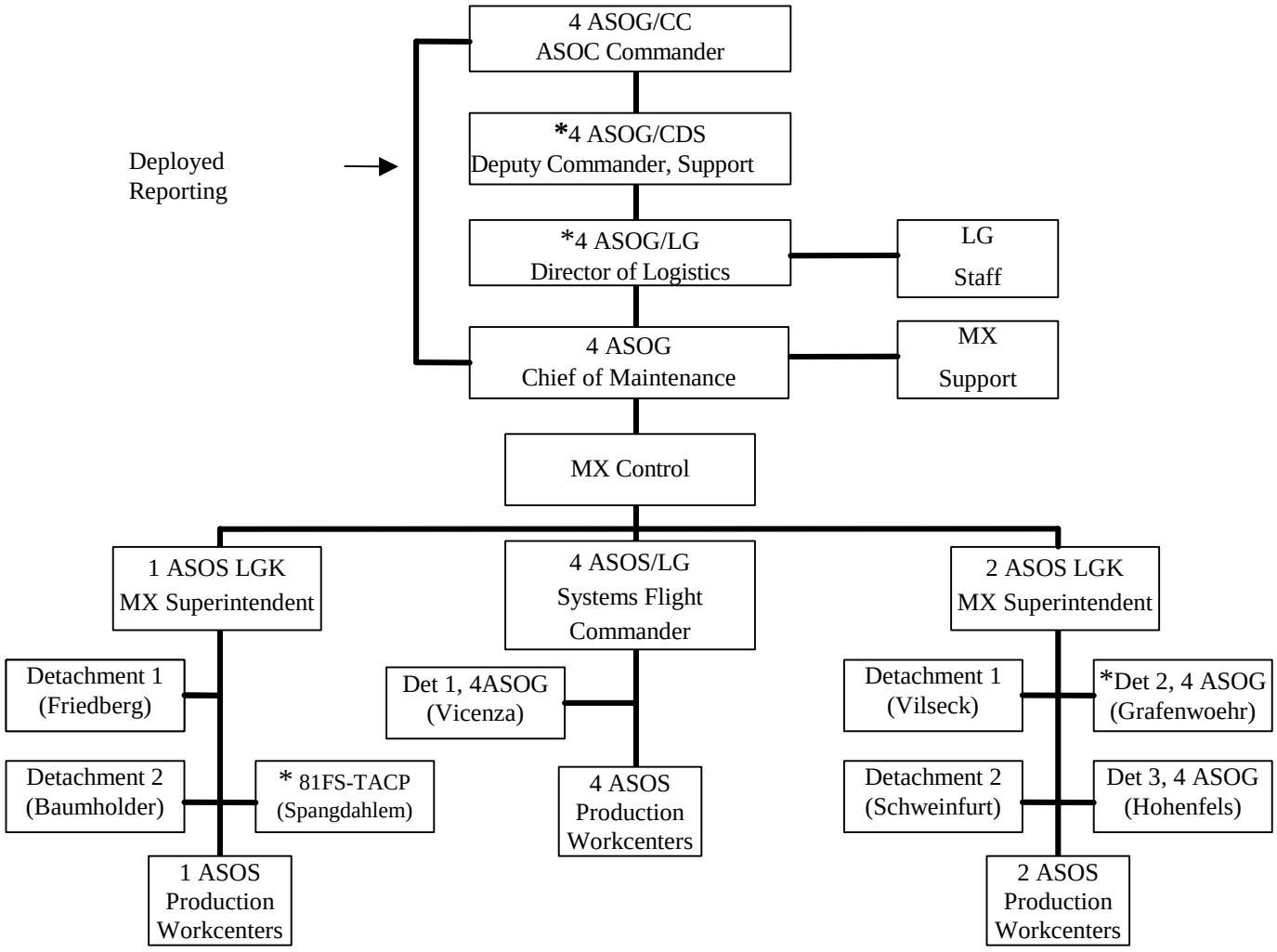


A2.4. Production Reporting (In-Garrison and Deployed).

A2.4.1. In-garrison, the COM ensures adequate support to all 4 ASOG units and provides status on the health of the maintenance production effort to the 4 ASOG/CDS and 4 ASOG/CC. Production reporting is the primary reporting process between all squadron maintenance work centers, maintenance control, and squadron detachments, with maintenance control as the hub for all reporting and maintenance tracking. Production reporting includes, but is not limited to, maintenance data reporting, equipment status reporting, and manual tracking to provide current systems and equipment status and visibility for the maintenance production effort. This includes reporting of systems and equipment not tracked in CAMS, but critical to mission readiness. Production reporting encompasses coordination and programs management reporting, providing direct communication and coordination as required between maintenance superintendents, the chief of maintenance and the LG staff.

A2.4.2. When deployed, the COM will assume all roles outlined in A1.2.2. and oversee maintenance management and production reporting as illustrated below. The COM will provide missions systems and equipment status, brief maintenance production capabilities and limitations, and provide alternatives and solutions to the 4 ASOC commander to ensure sustained mission readiness.

Figure A2.4. Production Reporting (In-Garrison and Deployed).



*Non-deployable

ATTACHMENT 3

SUPPLY CONTINUITY BOOK FORMAT

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ATTACHMENT 4

STAFF ASSISTANCE VISIT CHECKLIST

MEMORANDUM FOR _____ DATE: _____

FROM: _____

SUBJECT: Semiannual Staff Assistance Visit/Work Center Visit

1. On _____, a semiannual visit was conducted at _____. The following areas were checked/discussed.

Problems			Area
Maj	Min	None	
			Bench stock
			Equipment Management (Equipment Folder, CA/CRL)
			Letters of Appointment (Supply Reps, Maintenance Inspectors, etc.)
			Training (Documentation)
			DIFM (Status Updates, Accountability)
			Supply Log and AF Form 2005 Suspense File
			Computer Products (D04, D18. R31 etc.)
			TRNs
			Supply Discipline
			Precious Metals Program
			Reusable Container Program
			Zero Overpricing Program
			XB3 Scrap Metal Bin

2. See attached inspection report for discrepancies, observations, or recommendations for the areas listed above. Contact Material Control, DSN_____ with any questions.

FULL NAME, Rank, USAF
NCOIC, Materiel Control

ATTACHMENT 5

FUNCTIONAL CHECK PROCEDURES

A4.1. The maintenance superintendent will establish provide Materiel Control with a list of all items (i.e., radios, receivers, power supply, starters, etc.) requiring functional checks (reference AFMAN 23-110CD, Vol. II, Part 2, Chap 14, para. 40).

A4.2. Materiel Control will pull the items on the list and give them to the appropriate maintenance work center to perform the functional check as scheduled.

A4.2.1. Materiel Control will begin with the first kit/location. Depending on the size of the Readiness Spares Package (RSP), one or two kits/location may be done per month. Materiel Control will develop a schedule to ensure all kits are checked. Note: not all kits will contain assets that require, or are permitted, functional check (e.g., electrostatic sensitive devices).

A4.2.2. Provide maintenance with a functional check verification list along with end items to be checked. (This list can be locally developed to meet unit needs). The individual performing the check must initial and date this list and complete and attach DD Form 1574 tags to the original DD Form 1574 or vendor label. Do not dispose of the original DD Form 1574 or vendor label. This information is required if a Quality Deficiency Report (QDR) becomes necessary later.

A4.2.3. If an item fails functional check, then proceed with normal or QDR turn-in procedures as outlined in AFMAN 23-110CD, Vol. 1, Part 2. Maintenance Support will assist with the QDR determination.

A4.2.4. Functional checks are required IAW AFI 21-116, para. 5.8.15. Local management will determine if checks will be performed more frequently than annually, based on manning and number of items.

ATTACHMENT 6

ELECTRICAL POWER PRODUCTION

CONTINUITY BOOK FORMAT

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ATTACHMENT 7

STATUS REPORTING PROCEDURES

A1. System Status Reporting Procedures.

A1.1. Within the 4th Air Support Operations Group, maintenance will routinely track equipment maintenance support through the use of system status reporting. This is not to be confused with SORTs reporting, and no comparison should be made between the two. System status reporting is used by maintenance managers to monitor the overall quality and efficiency of the maintenance production effort, to utilize the real-time information direct that effort, and then perform follow-up assessments to determine how effectively the maintenance effort is performing to ensure operational readiness. There are three distinct equipment conditions that will be reported by status:

A1.1.1. Green Condition. The weapon system, support system, or equipment item is fully mission-capable. Existing minor discrepancies (if any) do not affect the ability of the item to serve its intended purpose.

A1.1.2. Amber Condition. The weapon system, support system, or equipment item is not fully mission-capable. Indicates that an unsatisfactory condition exists on a weapon system or equipment but is not sufficiently urgent or dangerous to warrant grounding of the weapon system or discontinuing use of the equipment.

A1.1.3. Red Condition. The item is not mission-capable. Indicates the weapon system, support system, or equipment item is considered unsafe or unfit for use and the weapon system, support system, or equipment item will not be used until the unsatisfactory condition is corrected. Items identified as Red may be operated as necessary to troubleshoot or repair the discrepancy.

A1.2. The COM's support staff (Maintenance Control, Maintenance Support and the Maintenance Superintendents) will develop a group-wide status reporting matrix for all mission essential equipment. This matrix will be published and instituted by maintenance control. This information will be used hand-in-hand with restoration priorities. The COM will be the final approving authority for restoration priorities to ensure compliance with AFI 21-116.

ATTACHMENT 8

TOOLS MANAGEMENT PROGRAM

8.1. RESPONSIBILITIES:

8.1.1. Maintenance Superintendents are responsible for the Tool Management Program within their respective units. A tool control program will be established that satisfies the unique requirements of the organization to ensure positive control of assets.

8.1.2. Maintenance Support will evaluate work center Tool Management Programs during managerial evaluations to ensure effective tool management.

8.2. PROCEDURES:

8.2.1. Tool Marking and Identification.

8.2.1.1. Each CTK and tool will be permanently marked with locally developed markings, to include the CTK number and the squadron's numerical designator (i.e. 1/2/4 ASOS), and unique shop code. Additional markings may be used if they contribute to the control of assets.

8.2.1.2. Tools previously marked with 617/717/817 ASOS do not have to be re-etched until replaced. Work centers with only one tool kit are not required to mark tools with a tool kit number. When tool size makes etching impractical, use a tool kit inventory control listing or other method as directed by the Maintenance Superintendent.

Filename: 4ASOGI 21-10
Directory: C:
Template: C:\Program Files\Microsoft Office\Templates\NORMAL.DOT
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Subject:
Author: 607ASOG
Keywords:
Comments:
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Change Number: 3
Last Saved On: 04/04/00 9:45 AM
Last Saved By: ALOEXSVSPT
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As of Last Complete Printing
Number of Pages: 23
Number of Words: 7,231 (approx.)
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